

## **Administrative Assistant for Idaho Wool Growers and Sheep & Goat Health Board**

The Idaho Wool Growers Association (IWGA) is a non-profit organization whose primary function is to be an advocate for the agriculture industry, specifically, the Sheep industry. The IWGA has been in Idaho since 1893. The Sheep and Goat Health Board is an entity of the State of Idaho. This Board is to ensure that all sheep and goats in the state of Idaho and entering the state are healthy and not carrying diseases to both protect Idaho's Sheep and Goats and the public.

### **JOB DESCRIPTION**

We are currently searching for an Administrative assistant to work part time- three-quarter time hours in the Idaho Wool Grower's Emmett office. Successful candidates will have excellent organizational skills, are knowledgeable with computers and proficient in Microsoft office and are able to work independently with minimal supervision. The ability to work in an environment that is fast paced during event seasons, while maintaining order and paying strong attention to details and is good with numbers is essential.

### **QUALIFICATIONS:**

- High School Diploma + 1-2 years of office experience or business training or 2 years of college.
- Must be computer knowledgeable and proficient in Microsoft Office (Excel, Word, and Outlook), email, internet and mailings.
- The ability to manage multiple projects simultaneously.
- Requires strong communication skills, both verbal and written,
- Must have strong organizational skills, both analytical and problem solving, and ability to work independently with little direct instruction.
- Ability to manage multiple tasks and achieve deadlines under pressure.
- Ability to correctly collect, record and bill membership fees.
- Ability to help organize and plan events such as Ram Sale, Winter Convention and Summer Range tour.
- Must be able to travel to events and maintain a friendly demeanor at all times.
- Have a valid Driver's License

### **PREFERRED:**

- Previous experience working with accounting.
- Bachelor's degree in accounting, business, communications, or animal science.
- Experience with QuickBooks.
- Experience with USPS bulk mailing.

## **ESSENTIAL FUNCTIONS:**

Answer phones, keep detailed records, respond to messages in a timely manner.  
Record and issue Idaho Sheep and Goat Entry Permits.  
Process all mail daily.  
Make deposits daily.  
Maintain an organized office and keep detailed records of membership, billings, and finances.  
Create and mail quarterly newsletters.  
Assist with maintaining website.  
Assist with event planning and Attend events.  
Work collaboratively with other state, federal, and agriculture industry organizations as needed.  
Assist with Annual Meetings.  
Take minutes at meetings.  
Help maintain Boards contact information.  
Meet deadlines for taxes, fees, monthly bill paying, and newsletters.  
Place wool product orders.  
Promote and educate the public on livestock health, lamb, wool and public lands as needed.  
Assist executive with additional items as needed such as scheduling, projects, and special mailings.

## **To Apply:**

Please send in a resume with a cover letter.

The cover letter should explain why you want this position with the Idaho Sheep Industry and how you qualify.

Please also give contact information for 3-5 references.

If you have any questions or would like to turn in an application please contact me.

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